



Delaware State University

Request for Proposals

Contract NO. 16-03-22-08

HOTEL PARTNERSHIP WITH DSU ATHLETICS

Responses to this RFP must be received by:

**3:00 p.m.
June 30, 2016**

At Delaware State University
Procurement Services
Administration Building, 3rd Floor, Room 321
1200 North DuPont Highway
Dover, DE 19901-2277

Point of Contact
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Table of Contents

	Page No.
1. INTRODUCTION.....	3 - 4
2. SCHEDULE, SCOPE, EVALUATION AND SELECTION.....	4 - 8
3. PROPOSAL REQUIREMENTS.....	9 - 11
4. STANDARDS OF CONDUCT IN THE WORKPLACE.....	11 - 12
5. METHOD OF PAYMENT.....	13
6. PROPOSER SIGNATURE PAGE.....	14
7. ATTACHMENTS.....	15 - 20
• Attachment A:	Outline of a Typical Official Visit Weekend
• Attachment B:	Official Visits by Sport
• Attachment C:	Annual Athletic/University Events Schedule
• Attachment D:	Pricing Schedule
• Attachment E:	Commitment and Non-Collusion Statement

1. Introduction

1.1 PURPOSE

Delaware State University (the “University”) and the Department of Intercollegiate Athletics is seeking proposals from Dover, DE hotel franchises (“Proposers”) to become the “preferred hotel sponsor” of DSU Athletics with the purposes of providing lodging for official recruitment visits for prospective student-athletes and their families. Also to be considered in this Request for Proposal (“RFP”) are opportunities for the chosen hotel to provide lodging for the Athletic Department’s annual Sports Hall of Fame (“first home football game weekend in the month of September”), as well as providing lodging for athletic teams visiting Dover, DE and DSU Athletics (*exclusions may include visiting football programs, depending on circumstance*).

The University is seeking a hotel partner, for an initial period of three years with option of two (2) one (1) year extensions to accommodate these official recruitment visits. Candidates should be able to clearly define their capabilities in providing a fixed rate of stay (per night) over the contracted period of time. Appendix A provides an illustration of a typical recruitment cycle for a sport; followed by Appendix B that illustrates the approximate number of official visits that each sport at Delaware State University had or is in the process of completing for FY 16 (2015-2016 academic school year).

1.2 BACKGROUND

Delaware State University (previously known as Delaware State College) is a public, comprehensive 1890 land-grant university established by the Delaware General Assembly on May 15, 1891. The University has since developed into a 460-acre complex (originally from 100 Acres) and has undergone two name changes. The name was changed from the State College for Colored Students to Delaware State College in 1947 and to Delaware State University in 1993. In addition to its main campus in the State capital of Dover, it has additional locations in Wilmington and Georgetown, Delaware, and Ningbo, China. Currently, the University consists of five Colleges and one school:

1. Agriculture and Related Sciences
2. Arts, Humanities, and Social Sciences
3. Business
4. Education, Health, and Public Policy
5. Mathematics, Natural Sciences, and Technology and
6. School of Graduate Studies and Research

Fifty-two baccalaureate, 26 masters, and five doctoral degrees are offered through 21 academic departments. There is also an Honors Program with an Honors Curriculum. Instruction is delivered in classes with an average 14:1 student-to-faculty ratio. Global connections include more than 20 formal international partnerships that facilitate student exchanges and research.

Delaware State University received its first in accreditation in 1945 from Middle States. The Middle States Commission on Higher Education (MSCHE) has reaffirmed the accreditation of Delaware State University for demonstrating that it continues to consistently meet the standards of excellence expected of universities. The reaffirmation

through which DSU's accreditation will be ensured through 2022 (the next scheduled evaluation year) comes after a team of evaluators representing MSCHE reviewed the University's Self-Study Report and visited the DSU campus in April 2012.

1.3 NCAA and Mid-Eastern Athletic Conference Affiliation

Delaware State University Athletics is a NCAA Division I member institution that competes in the Mid-Eastern Athletic Conference (MEAC). Currently, the university fields sixteen sports (*Men's and Women's Track and Field was reclassified from previously identified as three separate sports, Indoor, Outdoor, and Cross Country for both Men and Women; to now, Track and Field for both Men and Women and Cross Country for both Men and Women*). The department houses approximately 350 student-athletes who are considered to be both scholarship and non-scholarship and further; each team participates in recruitment of prospective student-athletes during their NCAA compliance-approved recruitment calendar. During a given academic year, the athletic department may hosts between 100 – 200 official visits consisting of individual families of each prospective student-athlete or groups of student-athletes and families during a given weekend and depending on the sport. The official visit occurs when the sport in question offers an opportunity for a recruited student-athlete(s) and his or her parents to visit Delaware State University; including visits with members of the respective team; academic departments, athletic administrators; and due to the nature of the official visit, the charges incurred are paid for by the host sport. Official recruitment visits can occur as early as late August and last through early July. Essentially, the Athletic department at DSU has the ability to bring new prospects to Dover, DE year round.

2. SCHEDULE, SCOPE, EVALUATION AND SELECTION

2.1 PROPOSAL PACKAGE

Please submit your proposal (original plus 5 copies) along with an additional soft copy on CD in a SEALED envelope, clearly marked with the following:

“DSU ATHLETICS HOTEL PARTNERSHIP, CONTRACT #16-03-22-08

2.1.2 SCHEDULE OF IMPORTANT DATES

	Task(s)	Date
1.	Issue RFP	May 16, 2016 (5:00 pm)
2.	Pre-Proposal Conference (attendance not mandatory)	June 1, 2016 (3:00 pm EDT) Room 317 Administration Building
3.	Deadline for advance RFP Questions	June 8, 2016 (12 noon EDT)
4.	Deadline for answering advance RFP questions	June 10, 2016 (12 noon EDT) via online
5.	Proposals Due	June 30, 2016 (3:00 pm EDT)
6.	Interview with selected Respondents	To be disclosed
7.	Award contract	August 1, 2016

2.2 SCOPE OF SERVICES

1. A successful Proposer shall provide single or double non-smoking rooms on a mostly as-needed basis. The resulting contract shall include lodging costs only, no additional amenities or expenses charged to the room will be the responsibility of the University or Athletic Department for any DSU guests.

Any and all fees incurred by DSU guests such as laundry, dry-cleaning, food, alcohol, movie rentals, equipment rentals (where a fee is imposed), telephone call charges, extra occupants, etc., shall be collected from the DSU guests who incurred the charges at the time of check-out.

Room rates for DSU guests shall not exceed the State of Delaware's approved state rates by location (<http://www.gsa.gov/portal/category/100120>)

Reservations:

- a. Proposer shall guarantee the requested rooms per night to be billed to the University, with seven (7) nights a week arrival potential. The University will contact the hotel a minimum of forty-eight (48) hours in advance of any routine lodging need.
- b. The Proposer shall utilize the reservation list (order) to reserve rooms and confirm room blocks within eight (8) hours of receipt of order. Confirmation shall be sent to the University; preferably by email, or alternatively by fax to the authorized DSU user at the contact provided.
- c. The Proposer shall provide a list of reservation blackout dates.
- d. The University will only pay for rooms used for reservations originating with authorized University contract users.
- e. If the Proposer cannot accommodate a confirmed reservation request (due to overbooking), it shall be responsible for lodging DSU guests (within a maximum of 20 miles distance to the hotel) at another comparable commercial hotel that meets the standards set forth in the contract and at the contracted rates with no additional expense to the individual or the University. If the Proposer cannot provide lodging upon request, the University shall be reimbursed any difference in the cost of alternative comparable lodging at the request of the Contract Administrator. If the Proposer fails to provide lodging upon request more than three times within a contract period, it may be grounds for termination of the contract. The University reserves the right to request lodging from the Proposer with 2-hour notice upon occurrence of a documented emergency.

- f. University discounted rates are made available by the Hotel until the last room is sold.
- g. At the time of booking, the Proposer guarantees that the University discount, established in this RFP, is the highest discount being offered and equates to the lowest room rate available. If the Proposer is offering a room at a lower rate, then the Hotel will complete the reservation at this lower rate. The Hotel will extend all University provisions of services, as detailed in this Agreement, regardless if the reservation was booked using the University rates or non-University rates.

2. Check In/Check Out:

- a. At the time of check-in, the Proposer will do a price analysis. If the discounted best available rate being offered on the day of check-in is lower than the room rate booked at the time of reservation, the Hotel will charge the University the lower rate of the two. This shall be known as the Delaware State University Guaranteed Lowest Rate.
- b. The Proposer shall retain a credit card or contact information from the DSU guest for all services (phone charges, additional room occupants, room service, etc.) not specified or not normally included in the room rate. These expenses shall be paid for by the individual(s) requesting and receiving the extra service. The University shall not incur liability in this instance and it is the proposer's responsibility to collect these charges from the individual(s).
- c. DSU guest must confirm late arrival by 6:00 p.m. on the date of arrival. Late arrivals not confirmed by 6:00 p.m. shall be cancelled by the proposer (entire reservation shall be cancelled for multi-night reservations). The University shall not incur liability when late arrival has not been confirmed by the individual prior to 6:00 p.m. on the date of the arrival.

3. Hotel Standards & Security

- a. Heating, Air Conditioner, and Ventilation: Living quarters shall be provided with individual room-controlled heating and air conditioning (in season) and shall otherwise provide the ventilation necessary to maintain comfort for guests. If utilities fail, other than an area- wide failure, for more than eight hours, the proposer shall take action to relocate all occupants to other comparable facilities at no expense to the university or the occupant. If a situation occurs where a 'lockdown takes effect (such as

catastrophic weather, etc.), the hotel shall provide an area of refuge that is stocked with food and weather for guests.

- b. The hotel shall have on site at all times a designated staff person who is trained in emergencies; i.e. but not limited to, bomb threats, natural disasters, fire and medical emergencies. This requirement shall include nights and weekends as well as holidays.
- c. All rooms under this contract shall be “non-smoking” only. The proposer shall notify the University’s Contract Administrator of any non-compliance; however the University will not be responsible for any penalties or associated charges. The Proposer should provide a “designated smoking area” with proper signage.
- d. The Proposer must provide proof in the proposal package that all requirements of the Federal Emergency Management Act (FEMA), under the Hotel and Motel Fire and Safety Act of 1990 have been met.
- e. The Proposer must provide proof in the proposal package that the facility is compliant with National Food Service codes and standards and that appropriate personnel have been trained and certified in ServSafe procedures. Copies may be requested at any time during the duration of the contract period.
- f. The University’s designated Contract Administrator shall be notified of any incident occurring at the facility while DSU guests are in residence regardless of whether it involves them. However, only the individual guests will be responsible for any penalties or consequences of incidents or actions while on hotel premises.

4. Hotel Services

- a. Proposer should offer complimentary breakfast.
- b. Proposer should offer free wireless or wired internet connection within the room.
- c. Proposer should offer laundry services to guests; however, all guests will be responsible for payment for this service at check-out (billed to room). DSU will not be responsible for payment of charges associated with laundry services.
- d. Proposer should offer some type of meeting space or conference area.

5. Options of Additional Value to DSU

Bidders are invited to present options of additional value to DSU, if any, such as access to corporate member programs or complimentary use of a hospitality suite, etc.

2.3 EVALUATION AND SELECTION CRITERIA

The selected proposer(s) must have demonstrated ability to successfully conduct type of work specified in the scope of work.

A. Evaluation Criteria: Proposals shall be evaluated by the Delaware State University evaluation committee using the following criteria:

<u>Criteria</u>	<u>Point Value</u>
Capability: Ability to provide successful services if awarded; Higher Education & Government Clients experience	25
References and Client History	20
Quality of Plan, general proposal quality, Safety assurance plan, quality of site offering, and distance from University	20
Pricing: Financial & Partnership Proposal Package – ability to meet the needs of Delaware State University (Athletics)	35
Total	100

B. Award of Contract: Selection shall be made of two (2) or more Proposers deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposal, including price, if so stated in the Request for Proposal. Negotiations shall be conducted with the Proposers so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Proposer so selected, the vendor shall select the Proposer which in its opinion, has made the best proposal, and shall award the contract to that Proposer.

3. Proposal Requirement(s)

3.1 General Requirements for Proposal Preparation

- 3.1.1 All information requested must be submitted. Failure to submit all information requested may result in request for prompt submission of missing information and/or a lowered evaluation of the proposal or rejection of proposal. Offerors may be given an opportunity to correct a deficiency in their proposals, within an appropriate period of time, as determined by the purchasing office. Offerors who fail to submit required documentation or meet mandatory requirements, in such time for evaluation purposes may be eliminated from further consideration.
- 3.1.2 This Request for Proposal creates no obligation on the part of the University to award a contract or to compensate vendors for proposal preparation expenses. The University will not be responsible for any costs incurred by any vendor in preparing and submitting a proposal. The University reserves the right to accept or reject any and all proposal, in whole or in part, received as a result of this RFP, to waive minor informalities, or to negotiate with all responsible vendors in any manner necessary to serve the best interest of the University.
- 3.1.3 Proposals should be as thorough and detailed as possible so that Delaware State University may properly evaluate the Offeror's capabilities to provide the required services. Offerors are required to submit the following information/items as part of a complete proposal:
 - 3.1.4 A brief background statement describing the company should be enclosed.
 - 3.1.5 Specific format for delivered printed proposals: Proposals, in accordance with the university's sustainability initiatives, must be prepared simply, economically, and with the ability to be recycled. A simple staple, a binder clip, or if necessary, a re-usable 3-ring binder are all university-preferred methods to hold dual-side printed proposal documents. Only send the quantity of copies requested in the RFP. It is preferable that a semi-permanent bindings made of non-recyclable materials (i.e. plastic combs, spiral wire) is not used to bind documents. Each copy of the proposal should be bound that single volume where practical. All documentation submitted with the proposal should be bound in that single volume. Emphasis should be on completeness and clarity of content; providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP.
 - 3.1.6 Include any other information which the vendor feels the university should consider in evaluating its proposal.
 - 3.1.7 Vendors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the university. This will provide an opportunity for the vendor to clarify or elaborate on the proposal.
 - 3.1.8 Due to the nature of this request for proposals, the University may find it necessary and reserves the right to arrange a site visit or visits which may be unscheduled.

3.2 Specific Submission Requirements for RFP Package

- 3.2.1 Provide the name, title, address, telephone number, email address, and fax number of the individual the University should contact with respect to your proposal.
- 3.2.2 Provide a brief description of your firm and its ownership structure. Also include any significant developments, organizational, ownership, or financial structure changes that have occurred since January 1, 2016 or that you anticipate in the future.
- 3.2.3 Describe the team that would be assigned to this engagement. Identify the individuals who would be involved and the primary role and responsibilities of each member. Provide current resumes of these individuals in an appendix that will not count against page limitations.
- 3.2.4 Provide a summary of your firm's experience with clients similar to the University.
- 3.2.5 Discuss hospitality and tourism management philosophy
- 3.2.6 Discuss number of years, types of client, etc. in non-profit sector
- 3.2.7 Provide the name, title, address, and telephone number of three (3) references with whom you have worked in the last three (3) years (specifically non-profit).
- 3.2.8 All necessary permits, licenses, insurance policies, etc., required by local state or federal laws shall be provided by the vendor at his/her own expense and shall be made available for inspection upon request by authorized personnel of Delaware State University. DSU requests all hotel property management have Commercial General Insurance including Products Liability by the vendor at his/her own expense the minimum limits as follows:

General Liability:

- \$1,000,000 Each Occurrence
- \$2,000,000 Aggregate
- \$2,000,000 Products & Completed Operations
- \$1,000,000 Personal & Advertising Injury Liability
- \$100,000 Damage to Rented Premises
- \$5,000 Medical Payments
- \$0 Deductible
- Carrier must be "A" rated

Within five (5) business days of the execution of this Agreement, Proposer agrees to provide a Certificate of Insurance ("Certificate") naming Delaware State University as an additional insured, and reflecting the aforementioned insurance coverage, types and limits, to Delaware State University, 1200 North

DuPont Highway, Dover, DE 19901. Within ten (10) business days of any amendment to or cancellation of the Certificate, Proposer shall provide Delaware State University with a copy of the new or amended Certificate containing the coverage requirements enumerated in this Section 6. Failure of Proposer to deliver a compliant Certificate in the requisite time period shall be considered a material breach of this Agreement and shall give University immediate right to terminate the Agreement for cause, without the need to provide additional notice or opportunity to cure.

3.3. Client Services

- 3.3.1 Indicate the frequency of hotel review, letters, and other forms of communication.
- 3.3.2 Form of reports (please provide sample).
- 3.3.3 Frequency of reporting to the University (or other clients)
- 3.3.4 How often would you be available for reviews? Are these reviews at the client site?

3.4 Qualifications to Provide Lodging Services

- 3.4.1 Provide a summary of your hotel's experience in providing lodging services to clients similar to the University. In particular, please discuss your hotel's experience in the higher education sector.
- 3.4.2 What is the average duration (in terms of years) of your client relationships?
- 3.4.3 Describe your approach to providing exemplary customer service and the value-added services that you would provide to the University.

3.5 Strategic Recommendations

- 3.5.1 What benchmarks would you use to evaluate performance?
- 3.5.2 Please indicate any alternative or additional services that you are capable of providing that may benefit the University.

4. Standards of Conduct in the Workplace

- 4.1.1 Delaware State University strictly forbids harassment of any employee, applicant for employment, vendor, contractor, or volunteer in the workplace, on the basis of an individual's race, sex, color, national origin, religion, sexual orientation, age, veteran's status, political affiliation or disability. Delaware State University will not tolerate any form of retaliation directed against an employee or third

party who either complains about harassment or who participates in any investigation concerning harassment.

- 4.1.1 Delaware State University expressly prohibits workplace violence. Prohibited conduct includes but is not limited to:
 - 4.1.1.1 Injuring another person physically;
 - 4.1.1.2 Engaging in behavior that creates a reasonable fear of injury to another person;
 - 4.1.1.3 Engaging in behavior that subjects another individual to extreme emotional distress;
 - 4.1.1.4 Possessing, brandishing, or using a weapon that is not required by the individual's position while on state premises or engaged in state business;
 - 4.1.1.5 Intentionally damaging property
 - 4.1.1.6 Threatening to injure an individual or to damage property
 - 4.1.1.7 Committing injurious acts motivated by, or related to, domestic violence or sexual harassment; and
 - 4.1.1.8 Retaliating against an employee who, in good faith, report a violation of this policy

4.2 Definitions

- 4.2.1 Workplace: Any location, either permanent or temporary, where an employee or third party performs any work-related duty. This includes, but is not limited to, the buildings and the surrounding perimeters, including the parking lots, field locations, alternative work locations, and travel to and from work assignments.
- 4.2.2 Third Parties: Individuals who are not state employees, but who have business interactions with state employees. Such individuals include, but are not limited to:
 - 4.2.2.1 Customers, including applicants for state employment or services
 - 4.2.2.2 Vendors
 - 4.2.2.3 Contractors
 - 4.2.2.3.1 Subcontractors
 - 4.2.2.4 Volunteers
 - 4.2.2.5 Relatives
 - 4.2.2.6 Unknown parties
- 4.2.3 Workplace Violence: Any physical assault, threatening behavior or verbal abuse occurring in the workplace by employees or third parties. It includes, but is not limited to, beating, stabbing, suicide, shooting, rape, attempted suicide, psychological trauma such as threats, obscene phone calls, an intimidating presence, and harassment of any nature such as stalking, shouting or swearing.
- 4.2.4 Include any other information which the vendor feels the university should consider in evaluating its proposal.

5. Method of Payment

- 5.1.1. Delaware State University will authorize and process invoices properly identified by a valid purchase order for payment normally within thirty (30) days after date of receipt, completion of services, UNLESS vendor indicates a discount for prompt payment. Such discounts for prompt payment must be clearly indicated on all invoices. Failure to properly identify invoices with a valid purchase order number will result in payment being withheld until such time invoice is identified and/or all changes have been authorized in writing.
- 5.1.2. The successful proposer(s) is (are) required to bill upon completion, delivery, and installation as specified. All invoices must be identified by the approved purchase order received and be forwarded to: Invoices@desu.edu or by mail at **Delaware State University, Accounts Payable Department, 1200 North DuPont Highway, Dover, DE 19901-2277.**

DSU Athletics Hotel Partnership
Contract Number: 16-03-22-08

Vendor

Authorized Signature Date

Address

Printed Name

Zip Code

Telephone Number

Federal EI Number

OUTLINE OF A TYPICAL (ATHLETIC DEPARTMENT) OFFICIAL VISIT WEEKEND

DAY ONE

- 8:00 a.m. Official Recruitment Visit for Prospective Student-Athlete “Joseph A. Bank” begins
- 8:45 a.m. Bank’s Party arrives at airport
- Party consists of Prospective Student-Athlete
 - PSA’s Parents
 - PSA’s two siblings
- 10:45 a.m. Flight arrives at Philadelphia International Airport
- Bank’s family is greeted by two assistant coaches for sport
- 12:45 p.m. Bank’s Party arrives at Hotel in Dover, DE. Checks in and returns to lobby to meet assistant coach for Tour of Delaware State University
- 1:15 p.m. Bank’s Party arrives at the Office of Admissions for Campus Tour
- 2:00 p.m. Bank’s Party arrives at the William C. Jason Library for Academic Meeting with the Academic Services for Student-Athletes department
- 2:45 p.m. Bank’s Party arrives at Department Chair’s office (location of meeting depends on Joseph’s intended major)
- 3:15 p.m. Joseph and parents meet with the Head Coach and rest of support staff
- 4:00 p.m. Coaching staff takes Bank’s family on a tour of athletic facilities (included in trip is tour of strength and conditioning center, athletic training offices, field of competition and also locker room spaces. If time permits, the Bank’s family may meet with the Athletic Director
- 5:30 p.m. Family departs for the hotel to rest and relax
- 7:30 p.m. Dinner with the Head Coach, Assistant Coaches, and selected student-athletes (hosts)
- 9:00 p.m. Joseph Bank and student-athlete hosts begin entertainment activities. His parents will depart for the hotel for the rest of the evening. Joseph will stay on campus with his student-athlete hosts.
- 12:00 a.m. Curfew

OUTLINE OF A TYPICAL (ATHLETIC DEPARTMENT) OFFICIAL VISIT WEEKEND

DAY TWO

- 8:30 a.m. Breakfast with Bank Family, Coaches, and Student-Athlete hosts
- 10:00 a.m. Meeting with Associate AD, Compliance
- Discussion about Rules and Regulations governing Division I athletics
 - Discussion about NCAA Eligibility
 - Discussion on NCAA Drug Testing Policies
- 12:00 p.m. Lunch with Staff and selected student-athletes
- 1:00 p.m. On your own (parents can depart for hotel)
- 4:00 p.m. Game on campus
- 7:00 p.m. Dinner with Coaching Staff, Selected Student-Athlete hosts, and Bank Family
- 8:45 p.m. Entertainment with Student-Athlete hosts. Parents will depart for the hotel
- 12:00 a.m. Curfew

DAY THREE

- 8:00 a.m. Official Recruitment Visit ends and PSA and family are transported back to the Philadelphia International Airport for return flight home

NOTE: In this scenario the visit was for one prospective student-athlete. For many sports, especially football, they will host 15 – 20 students at a time including parents or guardians so their hotel stay and room reservations will be dependent on size of official visit party.

OFFICIAL VISITS BY TEAM

The Delaware State University Department of Intercollegiate Athletics hosts official recruiting visits at least 10 months out of the year. An official visit occurs when a prospective student-athlete is being recruited to participate in a Varsity Athletic program offered by the university and they and their parents (guardian) are invited to tour the state in which the program/university is located. There are certain National Collegiate Athletic Association (NCAA) compliance and recruiting guidelines that have to be met prior to a prospective student-athlete and their parents being permitted to take an official visit.

At DSU, our coaches recruit young people who have the capacity to graduate from a 4-year institution such as Delaware State University in four years or less. Our coaches may go to high schools across the country; they may visit AAU camps and competitions, and they may even take visits to a prospective student-athletes' home in order to present the best argument as to why they wish to have that individual join their team. Juxtaposed to the coach's recruitment efforts; the student-athlete and parents have to show reasons why they feel they are worthy of receiving a scholarship to participate in the particular sports. This convincing usually comes in the form of athletic talent at the high school level (or junior college with respects to transfer student-athletes); academic test scores, including SAT and ACT scores; and co-curricular involvement in the community and within schools.

The department was recently asked several questions to gain insight into their official visit practices mainly where making hotel accommodations are concern. Here is a glimpse of several teams who responded to the questions.

1. **Approximately how many official visits does your program conduct per year?** *Answers vary from 12 to 1 per year depending the team responding.*
2. **Does your program host individual official visits or group official visits; meaning you invited more than 1 prospective student-athlete (PSA) and family to campus?** *Answers vary from only invite 1 family at a time; to both individual (one team brings 20 individuals throughout the year) and group official visits (OV); to only group OV's. One team brings 4 group during the year.*
3. **Do you consistently use the same hotel to secure your rooms and if so, what causes you to use the same hotel?** *Answers were consistently yes and the top reason was pricing.*
4. **We asked the coaches what were the top three things they looked for in choosing a hotel to host their PSA and parent(s)?** *Answers included, cleanliness, price, customer service, location to campus, hot breakfast bar, accommodations, security, brand reputation, Wi-Fi, fitness room, exterior aesthetics.*
5. **We followed up that question and asked, what price would you be willing to pay in order to receive those things you are looking for?** *Answers included, \$79.00 - \$89.00, \$85 - \$98.00, \$89-\$129, ≤\$100.00, \$80-\$100.00*
6. **The last question we asked was about how much they spend per year on recruitment budget, specifically on lodging for official recruitment weekends?** *Answers included ≤\$1K, \$4K - \$5K, \$8K-\$10K, \$22K-\$30K, \$100K (disclaimer - football has the largest recruitment budget in the department by virtue of the size of the department).*

ATHLETIC AND UNIVERSITY ANNUAL EVENT SCHEDULE***Not all inclusive**

Event	Month (Subject to Change)	# of Rooms/Attendees
Spring Open House	April	7 – 10 rooms for one night*
Commencement Weekend: Guest of Graduates	Early to Mid-May	Lodging would be requested for graduates and their out of town guests
New Student Orientation: DSU entering freshmen and transfers embark on a 2-day orientation	June July August	Over 900 guests with lodging needs for parents
HBCU Symposium	July	25 – 30 guests
Athletic Events: Includes any tournaments, basketball, baseball, and softball games	August – June	Varies
Athletic Event: Hall of Fame Induction Ceremony	1 st Home Football Game in September (Friday night)	12 – 20 rooms for one night
Athletic Event: <u>Official Visits</u>	August – June	Room Reservations made by respective team bringing PSA*
Homecoming Weekend	October	Over 600 Alumni and Guests
President's Scholarship Ball	December	3 – 5 rooms for one night
Commencement Weekend	December	Lodging would be requested for graduates and their out of town guests

*Note: These rooms billed to the University's Athletic Department

Additional Events

- Board of Trustees Meetings
- Employment Candidates
- Various Conferences and Trainings
- Guest Speakers, Lecturers, and Visiting Professors

PRICING SCHEDULE***Return with completed proposal**

Room Rates

Description	Rate/Night
DSU Room Rate (Regular)	\$
DSU Room Rate (Special Events, including Athletic Hall of Fame)	\$
DSU Guest (Parents, Prospective Students, Visiting Professors, etc.)	\$
*DSU Athletic Department (Visiting Team Rate)	\$
+DSU Athletic Department – Affiliate Hotel Rate (DSU Team Rate for Away Games)	\$
Other:	\$

***DSU Athletics would promote your brand to visiting teams that are scheduled to play our teams and such game requires an overnight stay(s).**

+DSU would require comparable rate at a partner choice affiliate in the visiting cities for which our teams play away from Dover, DE (if Hilton is selected, then DSU Athletics would be honored Hilton rate in North Carolina; if Marriott is selected, DSU Athletics would be honored at any Marriott properties for away games as long as rooms are available in visiting cities)

Additional Discounts/Incentives

Description	Rate/Price/Points

Return with completed proposal**COMMITMENT AND NON-COLLUSION STATEMENT**

This is to certify that the undersigned vendor has neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this proposal submitted this date to the Delaware State University.

This is to further certify that the signed delivery of this bid represents the vendor's acceptance of the terms and conditions of this invitation to bid including all specifications and special provisions. This statement is signed by an official of the contractor who is authorized to enter the contractor into a legal agreement with Delaware State University.

NAME OF PROPOSER

ADDRESS OF PROPOSER

AUTHORIZED OFFICIAL

TITLE OF OFFICIAL

PHONE NUMBER

FAX

SIGNATURE OF OFFICIAL

DATE

FEDERAL EMPLOYER IDENTIFICATION NUMBER

DE BUSINESS LICENSE NUMBER

FOLLOWING MUST BE SIGNED AND NOTARIZED FOR YOUR BID TO BE CONSIDERED

SWORN AND SUBSCRIBED before me this _____ day of _____ 20__.

City of _____

County of _____

State of _____

My Commission Expires: _____

Notary Public

This Statement must be completed and signed before contract is awarded.